



BEACON
North Carolina
Office of the State Controller

BEACON HR/Payroll Project Overview

Agenda



- **BEACON Overview**
- **Project Timeline**
- **Group 1 and Group 2 Agencies**
- **System Features**
- **BEACON Portal**
- **Training**
- **BEACON Website**
- **Questions**

What is BEACON?

BEACON is an acronym for – **B**uilding **E**nterprise **A**ccess
for North Carolina's **C**ore **O**peration **N**eeds

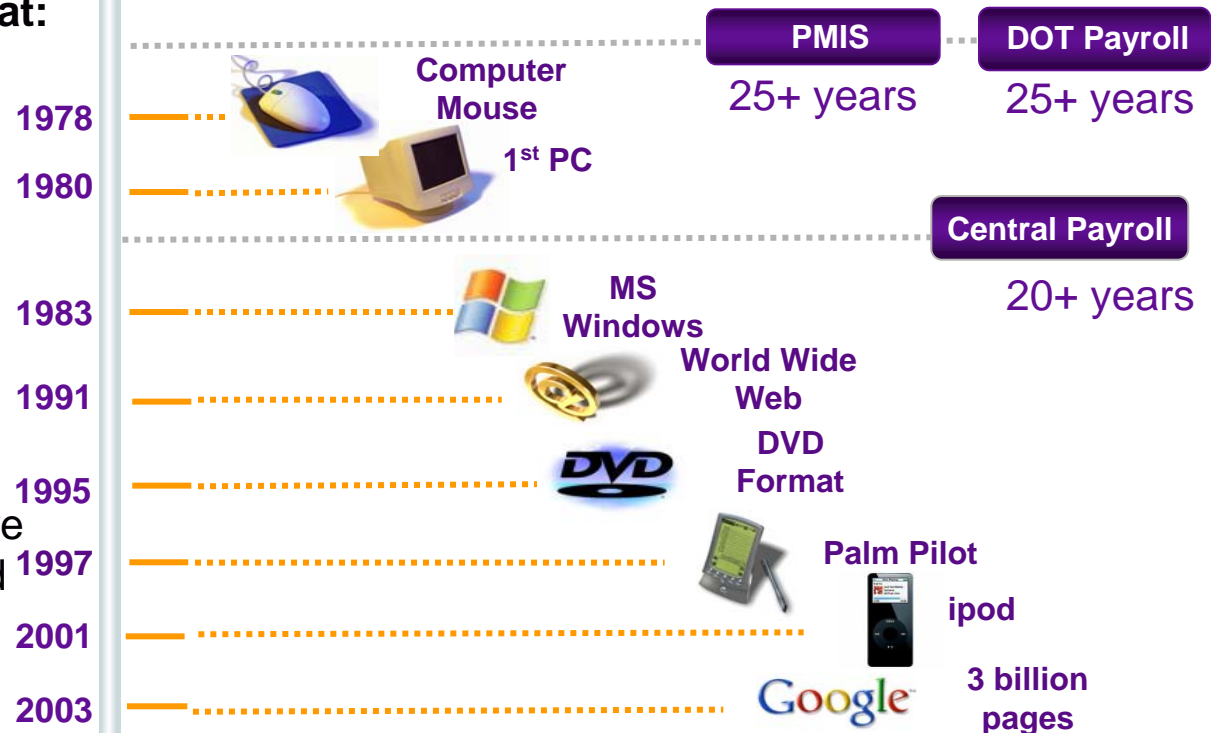
This collaborative effort is designed to transform the way the state conducts business by **modernizing and standardizing key business processes**. The first project in the BEACON program is in **human resources and payroll**. Once implemented, the BEACON HR/Payroll will:

- **Increase operational efficiency**
- **Improve access to information**

Why is BEACON Needed Now?

The State's current core business operations are conducted on antiquated legacy systems that:

- Are more than 25 years old
- Are difficult to maintain and support
- Rely on outdated technology
- Are at risk of failure due to old age and loss of vendor support
- Are supported by a workforce that is rapidly reaching retirement age



What Is This Project About?

Replacing 3 Systems...

..with 1 HR/Payroll System

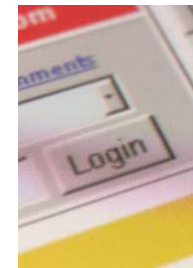
PMIS

**Central
Payroll**

**DOT
Payroll**



& Web Portal Access



**Employee
Self Service**

**Manager Self
Service**

Deployment Group I Agencies (Jan. 2008)

Agency	Core HR/ Payroll Staff	Permanent/ ESS	Temp Employees
Department of Administration/Office of the Lt. Governor	42	862	490
Office of State Controller	12	94	4
Office of State Personnel	102	98	8
Governor's Office/Office of State Budget & Mgmt	43	119	11
Information Technology Services	13	424	3
Department of Revenue	56	1,710	351
Department of Transportation	360	13,486	1,026
State Board of Elections	3	47	0
State Board of Ethics	0	8	0
Board of Opticians	0	1	0
Psychology Board	0	6	0
Board of Auctioneer Licensing	0	7	0
Board of Barber Examiners	0	6	0
Totals	631	16,968	1,893
Total Employees in Rollout			19,492

*Note: Numbers are estimated and subject to change

Deployment Group II Agencies (April 2008)

Agency	Core	ESS	Temp
Administrative Office of the Courts (includes timekeepers)	435	5,863	119
Dept. of Agriculture	105	1,260	172
Dept. of Commerce	41	739	20
Department of Correction	1,342	18,777	858
Dept. of Crime Control & Public Safety	51	2,831	0
Dept. of Cultural Resources	51	749	286
Dept. of Environ. & Natural Resources	94	3,557	>310
Dept. of Insurance	11	386	3
Dept. of Justice	76	1,198	53
Dept. of Juvenile Justice	51	1,752	94
Dept. of Labor	13	405	7
Dept. of Public Instruction	21	527	74
Office of Secretary of State	6	159	1

Agency	Core	ESS	Temp
Dept. of State Treasurer	18	313	22
Dept. of Health & Human Services (includes timekeepers)	553	18,008	1,084
Employment Security Commission	28	1,883	302
NC Education Lottery Commission	9	144	16
NC Community College System	16	175	4
NC School of Science & Math	7	220	0
Office of Administrative Hearings	3	39	12
Office of State Auditor	5	178	2
State Health Plan	4	43	0
Wildlife Resources Commission	50	654	48
Board of Cosmetic Arts	TBD	30	6
Totals	2,090	59,890	3,493
Total Employees in Rollout			66,409

*Note: Numbers are estimated and subject to change

Features You Can Expect

- **Employee ID**

- Eight –digit unique ID
- State Career
- Retirement

- **Pay Statement Information**

- Pay statement archived
- W-2 archived

- **Direct Deposit Set-Up**

- Multiple direct deposit accounts

- **Employee Benefits Summary**

- Displays State Health Plan and NC Flex benefits



Suzy Q. Carolina
12345678



For BEACON HR/Payroll
support services,
visit www.mybeacon.nc.gov
or call
(707-0707 if local to Raleigh)
1-866-NCBEST4U
1-866-622-3784



For ORBIT
Retirement System
support services,
visit www.nctreasurer.com
or call
1-877-NCORBIT
1-877-626-7248

BEACON Portal (ESS and MSS)

What is it?

ESS is the means through which employees will be able to access and maintain personal information, employee information, and management reporting in the BEACON HR/Payroll system.



How do I access it?

An employee can access the ESS portal from his or her home or work computer or from any other computer terminal with Internet access.

When will it be available?

Following the project's scheduled 2008 go-live dates.

Welcome State of North Carolina Employees

NCID
Password



For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training> to familiarize yourself with the system.

- BEACON Portal will be available at <https://mybeacon.nc.gov> to all employees at go-live
- Employees must have an NCID to access the portal



Welcome to the BEACON Portal

BEACON Group Two Agency Employees,
Thank you for authenticating your NCID and password for future access to the BEACON portal. Beginning April 1 you will be able to access the portal to conduct many human resources activities, such as updating or changing your home address, adding or changing bank account information, and much more. Prior to the April 1 go-live date, we encourage you to:

- Take the BEACON Overview and Employee Self Service training courses at www.beacon.nc.gov/training
- Review a copy of the BEACON Reference Guide for State Employees (make a link using www.ncosc.net/BEST/support/BEACON_Employee_Reference_Guide_FINAL.pdf)

Although you will be able to start using the system beginning on April 1, your available leave balances will not be displayed until the week of April 14. The Project Team has given Group Two agencies until April 11 to provide all employee leave and vacation data from the legacy systems.

Note: Please do not call the BEST Shared Services Center for assistance until April 1. Shared Services Center agents will not have access to your information to assist you until after this date.

www.ncgov.comwww.osp.state.nc.us/ncflexwww.myncretirement.comwww.statehealthplan.state.nc.uswww.ncosc.netwww.osp.state.nc.us



Home My Data (ESS) My Staff (MSS)

Home

Quick Links



My Time



My Pay

Welcome to the BEACON Portal

The BEACON portal provides you with the tools you need to better access and manage your state benefits and personal information. Please take time to familiarize yourself with the site. For your convenience, we have added quick links to Employee Self Service features such as time entry and pay. We've also included other relevant external links. If you have any problems while using the site, please call the BEST (BEACON Enterprise Support Team) Shared Services Center from 7 a.m. to 7 p.m., Monday through Friday, at 707-0707 if local to Raleigh or 1-866-NCBEST4U (1-866-622-3784) outside the Raleigh area.

News of Interest

- The Time Statement functionality found in the "My Working Time" area of the portal is temporarily turned off. Also, leave balances temporarily will be removed from employee Pay Statements. Employees will continue to be able to view their leave balances in the Quota Overview area of the portal.
- The Production Portal system, including this website, will be unavailable weekdays from 8 p.m. to 8:30 p.m. due to data synchronization activities. Please assure you are logged off at that time.
- New to ESS? If so, please take the training course at www.beacon.nc.gov/training
- To obtain a copy of the BEACON Reference Guide for State Employees, visit the BEST Shared Services website at www.ncosc.net/best, or ask someone from your agency's HR department.
- **Attention BEACON Core Users!**
Do you need help working in the BEACON system? Do you still have questions about conducting transactions after attending a BEACON Training course? Visit your local [BEACON Transition Center](#) for one-on-one assistance from our system experts.



www.ncgov.com



www.osp.state.nc.us/ncflex



www.myncretirement.com



www.statehealthplan.state.nc.us



www.osp.state.nc.us



[Home](#) | [My Staff \(MSS\)](#) | [My Data \(ESS\)](#)

[Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Benefits](#) | [My Pay](#) | [My Personal Data](#)

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.



[My Employee Search](#)

Search for NC State employees; find basic information about colleagues and their position in the State.

Quick Links

[Who's Who](#)



[My Benefits](#)

Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's Open Enrollment periods; access State Health Plan forms.



[My Personal Data](#)

Manage your addresses, bank information, and information about family members and dependents.



[My Working Time](#)

Record your working times, plan your leave, and display your time data.

Quick Links

[Record Working Time](#)



[My Pay](#)

Display your pay statement or your total compensation statement.



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My Benefits



My Benefits

Adjustment Reason Enrollments

[Beneficiary Changes](#)

Change the benefit plans in which you are currently enrolled.

Benefits Participation

[Participation Overview](#)

View a list of plans in which you are currently enrolled.

My Supplemental Savings Plans

[401\(k\) and Roth Savings Plans](#)

Enroll or make changes to your 401(k) and Roth 401(k) savings plans.

[457 Savings Plans](#)

Enroll or make changes to your 457 savings plan.

SRA Form - Submit to BEST Shared Services

[403\(b\) Salary Reduction Agreement Form](#)

Used to enroll or make changes to your 403(b) plan.

My State Health Plan

State Health Plan Forms - Submit to BEST Shared Services

[Prior Health Coverage Form](#)

Used if you have coverage under a previous plan.

[Coverage Request for Incapacitated Dependent Form](#)

Used if you have a child over age 19 who is eligible as a mentally or physically incapacitated dependent.

[Certification of Dependent Eligibility Form](#)

Used if you have a Foster Child with a different last name.

[Medicare Certification Form](#)

Used if you, or a dependent, are eligible for Medicare.

Go to the State Health Plan Website

[North Carolina State Health Plan](#)

My NC Flex Plans

Welcome to the **My Benefits** worksheet!





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My Benefits



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My Personal Data



My Personal Information

[Addresses](#)

Maintain your addresses.

NOTE: If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

[Tax Withholding Information](#)

Maintain the information on your W4, NC4, or ETC.

NOTE: If you are making an in/out of state change, please ensure your Address information is also updated.

[Family Member/Dependents](#)

Maintain information about your family members or dependents.

[Communication Data](#)

Display your email address and your main work contact telephone number.

Direct Deposit

[Bank Information](#)

Maintain your direct deposit and banking information.

The Office of the State Controller (OSC) will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given incorrect or outdated information, the State can only provide a replacement payment AFTER a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers if you change banks or account numbers. The OSC has the right to retract and correct payments, as necessary.

Welcome to the **My Personal Data** workset!





Home | My Data (ESS) | My Staff (MSS)
Overview | My Employee Search | My Working Time | My Benefits

My Personal Data



My Personal Information

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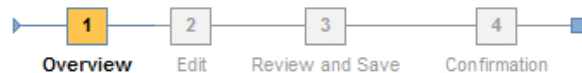
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Home My Staff (MSS) My Data (ESS)

Home

Addresses



Permanent residence

Street Address: 123 Main Street
City: RALEIGH
Telephone No.: 433-2938

Edit

Emergency contact

Street Address: 1 Beacon Street
City: Raleigh
Telephone No.: 555-1212

Edit

Delete

New Emergency contact

Previous Step

New Emergency contact

New Mailing address

Exit

[Home](#) | [My Staff \(MSS\)](#) | [My Data \(ESS\)](#) | [SAP GUI](#)[Overview](#) | [My Employee Search](#) | [My Working Time](#) | [My Benefits](#) | [My Pay](#) | [My Personal Data](#)**Bank Information****Main bank**

Payee: Ann-Marie ESS-2
Bank Name: BANK OF AMERICA N.A.
Account Number: 99909123123

[Edit](#)**Other bank****Valid from 9/30/2007 to 12/1/2007**

Payee: Ann-Marie ESS-2
Bank Name: WACHOVIA BANK N.A.
Account Number: 889987987987

[Edit](#)[Delete](#)**Valid from 11/1/2007**

Payee: Ann-Marie ESS-2
Bank Name: CHEVY CHASE FSB
Account Number: 120100000000

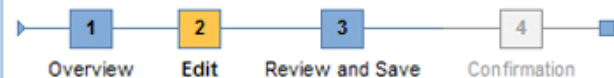
[Edit](#)[Delete](#)[New Other bank](#)[Previous Step](#)[New Other bank](#)[Exit](#)



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Bank Information



Other bank

Country:

Payee:

City:

ZIP Code:

Bank Number:

Account Number: ☒ Checking ☐ Savings

Payment Method:

Purpose:

Currency:

Standard Percentage:

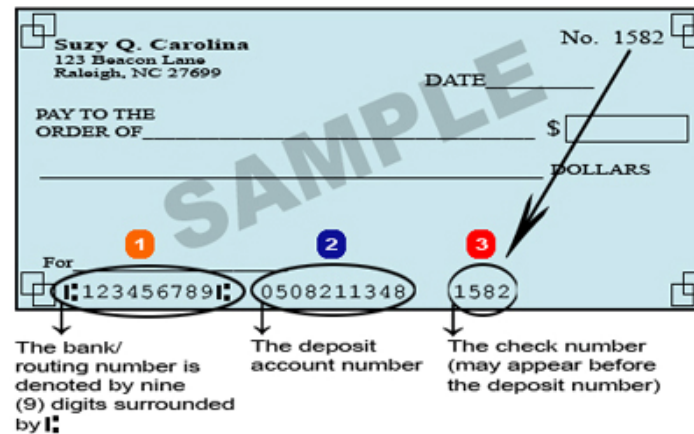
Or

Default Value:

☒ Valid from Today
☐ Valid as of Future Date
☐ Validity Period

Note: Be sure to have a check from the account into which the deposit will be made available to reference.

- 1** Enter your **Bank Number**, which appears on the bottom left of the check as indicated by number 1 below.
- 2** Enter your **Account Number**, which appears on the bottom middle of the check as indicated by number 2 below. The deposit account number length varies by financial institution.
- 3** Do not enter the **Check Number**, as indicated by number 3 below.





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My Pay



My Pay Information

[Pay Statement](#)

[Total Compensation Statement](#)

View your latest total compensation statement.

Welcome to the **My Pay** workset!





My Pay



My Pay Information

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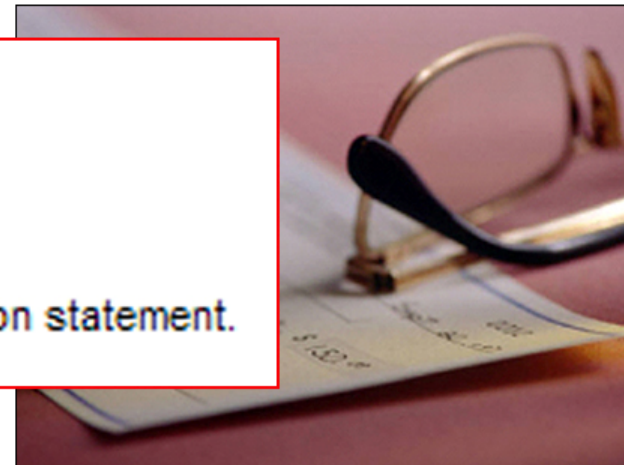
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Org. No. 13400074
Org. Desc. ST Retirement Ops Member

Name EMILEE ASTRID ORGAIN
Personnel No 70223240
Payroll Area NC Monthly
Pay Period Mar 1, 2007 Mar 31, 2007

Check Date		CURRENT		Earnings	Deductions	Taxes	NET PAY		
Mar 30, 2007		YTD		2,096.75 -	135.81 -	212.63 =	1,748.31		
				6,290.25 -	407.43 -	637.91 =	5,244.91		
EARNINGS	Rate	Time	Current	YTD	EARNINGS	Rate	Time	Current	YTD
Regular Salary			2,096.75	6,290.25					
TOTAL EARNINGS			2,096.75	6,290.25					
TAXES	Authority		Current	YTD	TAXES	Authority		Current	YTD
Social Security	FED		129.38	388.14	Social Security	FED		129.38	388.14
Medicare	FED		30.25	90.77	Medicare	FED		30.25	90.77
Withholding	NC		53.00	159.00	Withholding	NC		53.00	159.00
FED Withholding Wages			1,960.94	5,882.82	FED Withholding Wages			1,960.94	5,882.82
FED Social Security Wages			2,086.75	6,260.25	FED Social Security Wages			2,086.75	6,260.25
FED Medicare Wages			2,086.75	6,260.25	FED Medicare Wages			2,086.75	6,260.25
NC Withholding Wages			1,960.94	5,882.82	NC Withholding Wages			1,960.94	5,882.82
Federal Exemptions	009	State Exemptions	MO4						
TOTAL TAXES			637.91						
PRE-TAX DEDUC.	Current	YTD	PRE-TAX DEDUC.	Current	YTD	PRE-TAX DEDUC.	Current	YTD	
Parking DOA PT	10.00	30.00	TGERS EE	125.81	377.43	* = Tax Deferred			
TOTAL DEFERRED/PRE-TAX DEDUCTIONS			135.81						
POST-TAX DEDUC.	Current	YTD	POST-TAX DEDUC.	Current	YTD	POST-TAX DEDUC.	Current	YTD	
TOTAL POST-TAX DEDUCTIONS			0.00						
Accum. Leave	Ending Bal.		Accum. Leave	Ending Bal.		Accum. Leave	Ending Bal.		
Vacation Leave	54.81		Sick Leave	56.00		Holiday Comp Time	0.00		
On Call Comp Time	0.00		Holiday Leave	-8.00		Community Service Leave	24.00		
Check/Deposit No.	Account (Last 4 digits)		Amount						
DIRECT DEPOSIT	8080848740228	0228	1,748.31						



BEACON
North Carolina
Office of the State Controller

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My Working Time



My Time Sheets

[Record Working Time](#)

You can record your working time here.

In the last 30 days there are 5 workdays on which you have recorded not enough or too many hours.
Your recorded times have been approved up to 12/17/2007.

[Release Working Time Data](#)

Here you can release your working time to your manager.

There are 1 recorded times that you have not yet released.

My Leave Requests

[Leave Request](#)

Request leave and other types of absences.

[Quota Overview](#)

Display your leave balance(s).

State of North Carolina Leave Forms

[Voluntary Shared Leave Application Form](#)

[Voluntary Shared Leave Donor Form](#)

[Advance Leave Form](#)

My Time Statements

[Time Statement](#)

Display your working times, absence times, bonuses, and time accounts.

[Time Statement for a Chosen Period](#)

Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the **My Working Time** workset!



**BEACON**North Carolina
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Leave Hierarchy

Leave Hierarchy – Approved Leave



- Leave Hierarchy (All are included under **Approved Leave**)
 1. Holiday Comp
 2. Overtime Comp
 3. On-Call Comp
 4. Travel Comp
 5. Vacation
 6. Bonus Leave
 7. Advanced Leave

**** Sick leave does not fall under the Approved Leave umbrella***

▼ Hide Calendar ► Show Worklist



■ Rejected ■ Not Released ■ Excess Time Recorded

Weekly View Daily View

Week from 9/23/2007 to 9/29/2007

Working Times Recorded from Sunday, September 23, 2007 to Saturday, September 29, 2007.

[illegible]

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Leave Request

[Show Team Calendar](#) [Hide Calendar](#) [Show Time Accounts](#) [Show Overview of Leave](#)

August 2007							September 2007							October 2007						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	29	30	31	1	2	3	4	35	26	27	28	29	30	40	30	1	2	3	4	5
32	5	6	7	8	9	10	11	36	2	3	4	5	6	41	7	8	9	10	11	12
33	12	13	14	15	16	17	18	37	9	10	11	12	13	42	14	15	16	17	18	19
34	19	20	21	22	23	24	25	38	16	17	18	19	20	43	21	22	23	24	25	26
35	26	27	28	29	30	31	1	39	23	24	25	26	27	44	28	29	30	31	1	2
36	2	3	4	5	6	7	8	40	30	1	2	3	4	45	4	5	6	7	8	9

☐ Absent ☐ Multiple Entries ☐ Sent ☐ Deletion Requested

To request or report leave, enter the required data and choose Review.

Type of Leave: Date: To Duration: HoursApprover: Note for Approver: [Previous Step](#) [Review](#) [Cancel](#)



Detailed Navigation

☐ **My Work Overview**
☐ **My Team**
☐ Employee Information

☐ General Information

☐ Employee Working Times

☒ **Approve Time Sheet Data**
☐ Team Calendar

☐ Leave Request: Approval

☐ Manage Substitutions

☐ Substitutions

☐ Reporting

☐ Reporting

Universal Worklist

Tasks (2 / 2)

Alerts

Notifications

Tracking (5)

Show: **New and In Progress Tasks (2 / 2)** **All**[Create Task](#)

Subject	From	Sent	Priority		Due
ROCIO CAITLIN BAULT's Leave Request	ZSAPESS03,	Sep 5, 2007	Normal	1	
ROCIO CAITLIN BAULT's Leave Request	ZSAPESS03,	Sep 5, 2007	Normal	1	

Row 1 of 2

ROCIO CAITLIN BAULT's Leave Request

Sent: Sep 5, 2007 by ZSAPESS03,

Priority: Normal

Status: New

Your worklist for approving leave requests contains a request that you have to process. For more information, see the worklist.

To view the worklist, start the Web application for approving leave requests.

Once you have processed the request, the work item will automatically be set to "completed." automatically be set to "completed."

Attachments
[Document Database: W: 46DE0F80F4C26D19E1000000A0C0494](#)
You can also[Display Detail](#)[Attachments](#)[Create Ad-Hoc](#)[View History](#)
[Launch WebDynpro](#) [Resubmit](#) [Forward](#) [Assign To Me](#)

Approve Time by Manager



View: Weekly View - Simple

Collective Approval

Employee	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
70211152	HERMAN ANTUNA	10/21/2007	10/27/2007		40 H	40 H	Approve All ▼	▼

◀ Previous Step
Review ▶

Approve Time by Manager



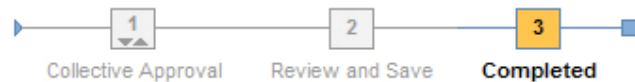
View: Weekly View - Simple

Approved Working Times

Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Date	Number
70211152	HERMAN ANTUNA	9500	Time Worked			10/22/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/23/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/24/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/25/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/26/2007	8 H
						Total	40 H

Previous Step Save

Approve Time by Manager



i Your data has been saved.

What do you want to do next?

[Approve Additional Working Times](#)

Approved Working Times

Employee	Employee Name	A/A Type	A/A Type Desc	Prem No	Premium Desc	Date	Number
70211152	HERMAN ANTUNA	9500	Time Worked			10/22/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/23/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/24/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/25/2007	8 H
70211152	HERMAN ANTUNA	9500	Time Worked			10/26/2007	8 H
						Total	40 H

[Previous Step](#)



Home My Staff (MSS) My Data (ESS) SAP GUI

Overview

Employee Search

Supervisor View: Direct Reports ▼

Display: Organizational Information ▼

							Personalize	Filter On
Name	Personnel Number	Organizational Unit	Position	Staffing Ratio	Personnel Area	Personnel Subarea		
LILY DESTINEY SINATRA	70194673	OSC/Fin Sys/Technical Applications	BUS & TECH APP SPECL	0.00	State Controller	7day Norm		
ROCIO CAITLIN BAULT	70218645	OSC/Fin Sys/Technical Applications	BUS & TECH APP SPECL	0.00	State Controller	7day Norm		
BEATRICE STACY HON	70183499	OSC/Fin Sys/Technical Applications	BUS & TECH APP SPECL	0.00	State Controller	7day Norm		
Alexandra K Smith	70152164	OSC/Fin Sys/Technical Applications	INFORM TECHNOLOGY SUPV	0.00	State Controller	7day Norm		
Row 1 of 4								

Data as of 9/25/2007, 9:00:22 AM [Refresh](#)

General Data

LILY DESTINEY SINATRA 70194673

Contract Data

Contract Text: MedCare EE Elig
 Start Date: 12/2/1985
 Cap.Util.Lvl: 100

Communication Data

E-Mail Address: LSINATRA@NCOSC.NET
 Office:
 Telephone: (919)431-6000/X97987

Organizational Assignment [Organizational Assignments](#)

Org. Unit: OSC/Fin Sys/Technical Applications
 Position: BUS & TECH APP SPECL
 Cost Center: FINANCIAL SYSTEMS D
 Payroll Area: NC Monthly

Personnel Structure

Personnel Area: State Controller
 Pers. Subarea: 7day Norm
 EE Group: SPA Employees
 EE Subgroup: FT N-FLSAOT Perm

Monitoring of Tasks

Status	Date	Reminder	Task
New task	9/14/2007	8/14/2007	Credential Verificat



Company Property

Company Property	No.	Description
State ID	1	Pieces

Key Portal Facts

- Prior to go-live, all employees need to create an NCID and password.
- The ESS portal is a **secured website** accessible from any computer with an Internet connection.
- ESS offers a user-friendly interface that walks employees through each step of every ESS transaction.



- **Core users are “ready” for go-live**
 - 31 courses, range from two hours to two days
 - Assessments will be used to determine readiness
- **Non-Core users**
 - Online classes accessed through BEACON Training website at www.beacon.nc.gov/training
 - BEACON Overview
 - Employee Self Service
 - Overview
 - Time Entry
 - Manager Self Service



[Training Home](#)
[Curriculum](#)
[Training Delivery Approach](#)
[Train the Trainer](#)
[Key Training Dates](#)
[Training Locations](#)
[Library](#)
[Courseware & Job Aids](#)
[Transition Centers](#)

[Core Users](#)

[BEACON Overview](#)

[Employee Self-Service](#)

[Manager Self-Service](#)

Welcome to BEACON University

Note: In the case of inclement weather, if the school system in the county where the training facility is located closes all classes will be cancelled. If schools are delayed, all classes will continue as scheduled. Visit the [Transition Center page](#) for information on specific locations.

What is BEACON University?

Beacon University is your online learning center for SAP, the new business software system.

Through Beacon University, you will learn everything you need to help you achieve the results you want to be successful in your job!

How can Beacon University help you? Simply put, through education and support. Beacon U will have online training programs designed to help you to understand and adjust to the new business system with confidence and ease.



What is a Core User?

Core Users are those individuals that will directly depend on and use information contained in the new BEACON HR/Payroll system. These users will be able to enter data, view and maintain sets of information, run reports and manage business processes, as well as numerous other human resource and payroll-related tasks.

What is the "BEACON Overview" course?

This course provides participants with a high level overview of the BEACON project, program and specifically the HR/Payroll project. Participants will learn the scope of the HR/Payroll project, groups of employees impacted and detailed approaches to training and support activities.

What's New

- ▶ [Support information for training technical and scheduling issues](#)
- ▶ Train the Trainer launched on June 25, 2007.
- ▶ The BEACON Project Team would like to thank all the trainers who have volunteered their time to the training efforts. View a list of trainers [here](#).
- ▶ [More news...](#)



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BEACON News

[For the most up-to-date
information about the program,
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Newsletter](#)

www.beacon.nc.gov > [resources](#) > Communications

Resources: Project Communications

NOTE: Various file formats are used on this page that may require download. If larger than 1mb, it will take longer to download. [Adobe Acrobat Reader](#), a free download, is required to view PDF documents.

Guides and Documents:

Subject	Date
BEACON Reference Guide for State Employees (Color - PDF)	1/22/2008
BEACON Reference Guide for State Employees (B&W - PDF)	1/22/2008
Policy Change Impact Document (PDF)	1/22/2008
Time Entry Overview (Color - PDF)	1/31/2008
Time Entry Overview (B&W - PDF)	1/31/2008

Presentations:

Subject	Date
BEACON Overview Presentation (PDF)	1/22/2008
Realization Kick-off (PDF)	1/24/2007
Project Kick-off (PDF)	4/20/2006

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Brochures:

Subject	Date
BEACON HR/Payroll Group Two Brochure (PDF)	1/22/2008

Articles and Flyers:

Subject	Date
Multiple Direct Deposit Article (Word)	1/22/2008
Employee ID vs. NCID (Word)	1/22/2008
ESS/MSS Courses Available Online (Word)	1/22/2008
BEST Shared Services Article (Word)	1/22/2008
Transition Center Flyer (Portrait) (Color - PDF)	1/23/2008
Transition Center Flyer (Landscape) (Color - PDF)	1/23/2008

Questions?

BEACON HR/Payroll Project Resources



If you have any questions, please contact:

- **Tyler Jones**
tyler.jones@ncosc.net
Phone: 919-431-6523
- **Timothy Poppema**
timothy.poppema@ncosc.net
Phone: 919-431-6524

For additional information,
visit the BEACON HR/Payroll website at www.beacon.nc.gov.

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